



HighBar Global Consulting

Michael Ward

Chief Strategy & Innovation Officer

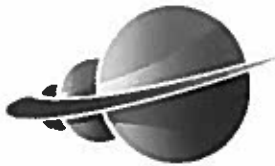
1565 Crystal Air Drive, South Lake Tahoe, CA 96150

530-573-0447 Office --- 530-545-0164 Mobile

mklward@highbarglobal.com

<http://www.linkedin.com/in/michaelwardhighbarglobal>

TOWN OF LOOMIS TOWN COUNCIL STRATEGIC PLANNING RETREAT- 2015	
SCOPE OF WORK November 25, 2014	
Town of Loomis	Rick Angelocci, Loomis Town Manager Dave Wheeler, Town Mayor
Town of Loomis Request	The Town of Loomis has requested a proposal for a consultant/facilitator to provide a Strategic Planning Retreat for the Town Council early 2015. The Council would like to create a long term (15 to 20 years) Strategic Plan with clarity about near term and mid-term goals and strategies (3, 5, 7, 10 year increments - TBD).
Town of Loomis Workshop Objectives	<p>The Town of Loomis would like a Strategic Planning process that provides the Town Council a positive and constructive opportunity to achieve:</p> <ul style="list-style-type: none"> • A clear <i>vision</i> for what the Town of Loomis might become over the next 15 to 20 years (exact time frame TBD) • A 3, 5, 7, 10 year <i>strategy framework</i> with incremental goals • A simple mission statement • A "<i>core values</i>" framework (3 to 5) to guide decision-making • Help the council shift its attention from a current focus on <i>projects</i> to the longer term <i>vision</i> • An educational process that clarifies the council strategic plan <i>role</i> as setting policy and funding that policy with the Town Manager and staff responsible for plan implementation • Effective participation by all council members • Resolution of <i>contradictions</i> that may impede strategic plan consensus and implementation (e.g. balancing "slow growth" vs. pressure to increase revenues) • Consensus about how to maximize Town of Loomis favorable relations with "neighbors" • Pre-retreat preparation and post-retreat council outreach to the community to communicate the Strategic Plan scope and dimensions • A strong hand-off to the Town Manager and staff for plan implementation



HighBar Global Consulting

Michael Ward

Chief Strategy & Innovation Officer

1565 Crystal Air Drive, South Lake Tahoe, CA 96150

530-573-0447 Office --- 530-545-0164 Mobile

mklward@highbarglobal.com

<http://www.linkedin.com/in/michaelwardhighbarglobal>

<p>HighBar Global Proposal Outcomes</p>	<p>This Scope of Work Proposal offers the following process and outcomes to enable the Loomis Town Council to achieve the Strategic Planning objectives outlined above. The consultant/facilitator will:</p> <ul style="list-style-type: none"> ◆ Provide and facilitate a pre-retreat survey (online via Survey Monkey) and Council Interviews to elicit Council input on Strategic Planning issues and opportunities to inform the retreat content ◆ Prepare a draft version of the Strategic Planning retreat agenda and process based upon survey/interview responses and relevant best practices for review and discussion with the Town Manager and Mayor ◆ Design the final retreat content, agenda, and process as a full day event (e.g. 9:00-4:30 or similar) ◆ Prepare all retreat participant materials to ensure the entire meeting offers visible and clear content including support materials as appropriate to the planned outcomes ◆ Facilitate the retreat process in a manner that will focus and energize the Council as a team while promoting good will ◆ Guide consensus decision-making in the sense that commitments are supported by all council members ◆ Build Plan Implementation considerations into the Council Retreat to help the Town Manager and Staff effectively operationalize the Plan <ul style="list-style-type: none"> ○ Coordinate a post retreat implementation debrief with the Town Manager to support translation to the staff ◆ Produce a summary report of retreat results and conclusions to guide Council and staff meeting, deliberation, and communication processes ◆ Schedule the Retreat on a Saturday in Jan or Feb with a follow up half day implementation/action plan. Potential dates include: <ul style="list-style-type: none"> ○ January 17 or 24 ○ February 14, 21, 28
<p>Roles/ Responsibilities</p>	<p>Town Manager: Rick Angelocci</p> <ul style="list-style-type: none"> ◆ Outline, describe, confirm expectations for this project ◆ Review and approve this initial scope of work proposal via the Council ◆ Establish a contract mechanism for invoicing ◆ Review, approve, and coordinate distribution of the pre-retreat survey and interview tools and processes ◆ Coordinate availability of the Council members for individual interviews ◆ Review and approve retreat content and process ◆ Coordinate logistics for the retreat as needed to implement the meeting plan ◆ Assist Consultant/Facilitator to resolve issues and barriers that could impact project outcomes



HighBar Global Consulting

Michael Ward
Chief Strategy & Innovation Officer
 1565 Crystal Air Drive, South Lake Tahoe, CA 96150
 530-573-0447 Office --- 530-545-0164 Mobile
mklward@highbarglobal.com
<http://www.linkedin.com/in/michaelwardhighbarglobal>

	<ul style="list-style-type: none"> ◆ Coordinate Staff Strategic Plan Implementation session ◆ Meet with Consultant/Facilitator to review workshop results and follow-up reports to insure successful achievement of planned objectives ◆ Facilitate timely payment of invoice(s) as submitted <p>Consultant/Facilitator: Michael Ward, Chief Strategy & Innovation Officer</p> <ul style="list-style-type: none"> ◆ Develop and submit Initial Scope of Work proposal ◆ Secure Town of Loomis approval and contract ◆ Design the Pre-Retreat survey and logistics and coordinate approval with the Town Manager ◆ Conduct Council member interviews to augment survey findings ◆ Design the Retreat Agenda and Process Plan, consistent with the input and requirements of the Council and prevailing best practices ◆ Determine what additional information, reports, materials, etc., may be helpful to produce the targeted results ◆ Communicate potential issues and barriers that could impact success to the Town Manager ◆ Facilitate the Strategic Planning Retreat insuring the process is engaging, effective, and visible for the Council consistent with the process plan ◆ Coordinate a post-retreat debrief session with the Town Manager to support staff implementation of the new Strategic Plan ◆ Provide a Summary Report of workshop results in a timely manner ◆ Invoice Town Manager as agreed upon ◆ Meet with Town Manager to review and evaluate project success including any useful next steps
<p style="text-align: center;">MILESTONES</p> <p style="text-align: center;">Actions.....Schedule.....Who</p>	
<p>Deliverables/ Tentative Dates Subject to Review and Approval</p>	<p>Submit Scope of Work (SOW).....Dec. 1, 2014.....Consultant</p> <p>Approve SOW.....Dec. 9, 2014.....Town of Loomis</p> <p>Establish contract.....Dec. 15, 2014.....Town of Loomis</p> <p>Conduct Online SurveyJan. 5-9, 2015.....Consultant</p> <p>Complete Council Interviews....Jan. 12-16, 2015.....Consultant</p> <p>Design Retreat Program.....Jan. 19-21, 2015.....Consultant</p> <p>Facilitate Retreat.....TBD.....Consultant</p> <p>Implementation Session Debrief.....TBD.....Consultant</p> <p>Submit/Review Summary Report.....TBD.....Consultant</p> <p>Final Invoice.....TBD.....Consultant</p>



HighBar Global Consulting

Michael Ward

Chief Strategy & Innovation Officer

1565 Crystal Air Drive, South Lake Tahoe, CA 96150

530-573-0447 Office --- 530-545-0164 Mobile

mklward@highbarglobal.com

<http://www.linkedin.com/in/michaelwardhighbarglobal>

COSTS

Contract

The HighBar Global Strategic Planning Retreat fee structure is **\$5000** per day for full day workshops running 8 hours with two 15 minute breaks and one hour lunch. Normal fee includes all costs associated with the workshop as outlined above including online survey, council interviews, retreat design, consultation with the Town Manager and Mayor, materials preparation, Retreat debrief for translating to staff implementation, and complete summary report. This fee includes a 10% governmental entity discount for a first time engagement (\$500) which is offset by the addition of a post retreat implementation scoping session with the Town Manager for a final cost of \$5000.

In the event the Town of Loomis requests additional services in support of the planned outcomes and/or deliverables this Scope of Work - including prospective costs - will be amended accordingly.

HighBar Global will deliver one final copy of the Survey, Retreat Agenda, Participant Materials, and Final Report for copying and distribution by the client as appropriate for each of the workshops.

If the final schedule requires overnight accommodation the consultant will itemize that cost in the final invoice (lodging only; no mileage, meal or other travel costs).

Respectfully submitted by:

HighBar Global

Date:_____

Michael Ward, Chief Strategy & Implementation Officer
Internationally Certified Professional Facilitator, CPF/IAF

Approved:

Date:_____

Rick Angelocci, Loomis Town Manager